

U.S. BANKRUPTCY COURT
NORTHERN DISTRICT OF OHIO

FISCAL YEAR 2003
ANNUAL REPORT



KENNETH J. HIRZ, CLERK

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF OHIO**

Judge William T. Bodoh, Chief Judge
Judge Richard L. Speer
Judge Randolph Baxter
Judge Marilyn Shea-Stonum
Judge Pat E. Morgenstern-Clarren
Judge Russ Kendig
Judge Mary Ann Whipple
Judge Arthur I. Harris

TABLE OF CONTENTS

Introduction.....	1
Table of Organization.....	3
Statistical Analysis.....	4
Statistical Charts.....	7
Pending Cases Chart.....	13
Pending Adversaries Chart.....	14
Trustee Appointments.....	15
Unclaimed Funds.....	18
Fiscal Year 2003 Revenue.....	19
Fiscal Year 2003 Operating Budget.....	20
Human Resources.....	21
Automation.....	24

UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF OHIO

FISCAL YEAR 2003 ANNUAL REPORT

Introduction

The United States Bankruptcy Court for the Northern District of Ohio serves the 5,916,923 citizens of the northern 40 counties within the State of Ohio with offices located in Akron, Canton, Cleveland, Toledo and Youngstown. The 47,206 bankruptcy cases filed in this district in FY 2003 account for a 17% increase in cases filed compared to FY 2002. Case filing figures, as compiled by the Administrative Office of the U.S. Courts, rank the Northern District of Ohio as the fourth largest of ninety bankruptcy courts nationally.

A full complement of eight bankruptcy judges served on the bench during this fiscal year. They are listed as follows, identified by the city in which they serve: Honorable William T. Bodoh, Chief Judge, Youngstown; Honorable Richard L. Speer, Toledo; Honorable Randolph Baxter, Cleveland; Honorable Marilyn Shea-Stonum, Akron; Honorable Pat E. Morgenstern-Clarren, Cleveland; Honorable Russ Kendig, Canton; Honorable Mary Ann Whipple, Toledo; and Honorable Arthur I. Harris, Cleveland.

Honorable Pat E. Morgenstern-Clarren concluded her four-year term on the Bankruptcy Appellate Panel (BAP) for the Sixth Circuit on December 31, 2002. She was replaced by Chief Judge William T. Bodoh, who was appointed by the Sixth Circuit to a two-year term commencing January 1, 2003.

The clerk's office employed one hundred and sixteen deputy clerks throughout the district. The office is structured according to the Table of Organization as attached. The clerk's office operated on a budget of \$6,634,245 and collected revenue of \$11,755,458 as identified in this report. \$338,202 was deposited with the court as unclaimed monies following trustees' distribution of the estate. \$228,685 of those funds were later redistributed. The court has placed the unclaimed funds account on our internet web site to facilitate the distribution of estate funds. Visitors to our web site, at www.ohnb.uscourts.gov, can also find filing statistics, general orders, local rules, administrative orders and other pertinent information.

The fiscal year began with the resounding success of the implementation of the new Electronic Case Filing (ECF). Chapter 11 and 13 cases began to be filed on October 1, 2002, by 23 attorneys, the Office of the U.S. Trustee, all five Chapter 13 Trustee Offices and the Office of the U.S. Attorney. The Court opened up ECF for all attorneys and all cases commencing January 1, 2003. By the end of the fiscal year, 36% of all events were being filed on the court docket electronically by outside users and 64% by internal court staff. Thirty-four percent of claims were being docketed by outside users.

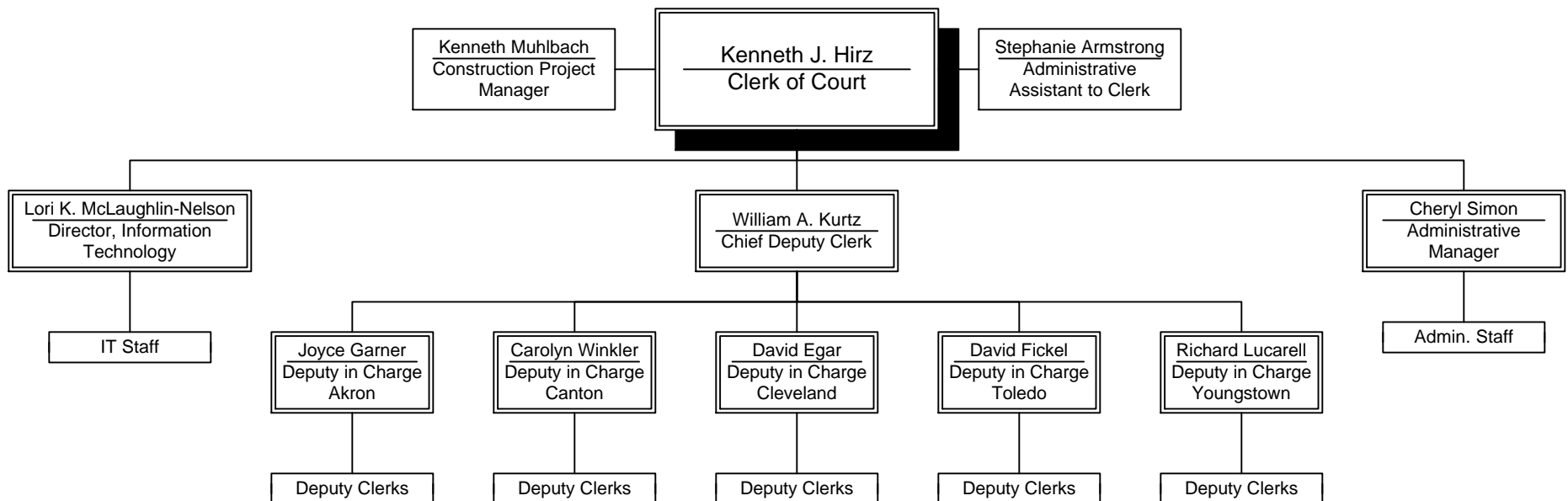
A number of alteration and renovation projects have been in process throughout the fiscal year. Most notable has been the chambers and courtroom renovation of Hon. Marilyn Shea-Stonum on the second floor of the Akron Federal Building and U.S. Courthouse that began in January and was completed in September 2003. Town Center Construction was the general contractor and facilitated the work of all the subcontractors, while allowing for the integration of new audio and visual components from Doar, Inc. that features video evidence presentation and video conferencing. The newly upgraded courtroom stands as one of the most state-of-the-art facilities for practicing attorneys in the Northern District of Ohio. Other projects include the ongoing renovation of the Howard M. Metzenbaum U.S. Courthouse in Cleveland. This prospectus project is scheduled to be completed in mid-2005. A lease-construct project in Canton is anticipated to be completed in 2007 and will create a new court facility replacing the current Frank T. Bow Federal Building. A feasibility study is planned for the future renovation of the U.S. Courthouse and Custom House in Toledo. Actual renovation is likely to commence later in this decade.

The court has implemented the Certifying Officer Program concurrently with FAS4T on July 1, 2003. FAS4T is the only financial system operational in the judiciary which provides the level of assurance upon which certifying officers can rely. It has allowed us to make payments faster by eliminating the duplication of records and passing them to the District Court for distribution. This offers both independence and accountability for the parties involved and achieves a uniform accounting method. The AMS software was installed for 31 FAS4T users. It provides reports and tools to allow the court to run efficient finance and procurement systems. The monthly AO 274 and Status of Funds Report are produced through this system and gives the AO immediate access to the budget and finance information.

In the following pages, you will find a variety of statistical and case activity reports that identify the workload of the court. The Annual Report concludes with a summary of the clerk's office staff personnel and training activities and information technology initiatives that occurred throughout the fiscal year. The clerk's office remains committed to providing the highest level of service to the bench, bar and public. To that end, we welcome suggestions toward the improvement of services.

Kenneth J. Hirz
Clerk of Court

**United States Bankruptcy Court
Northern District of Ohio**



NORTHERN DISTRICT OF OHIO STATISTICAL ANALYSIS

A total of 47,206 cases were filed in this District in Fiscal Year 2003. (All references to Fiscal Year (FY) figures for our District throughout the balance of this report are based on an October 1 to September 30 calendar.) These figures represent an increase of 17% as compared to FY 2002. A comparison of the percentage of filings, by Chapter, during this time frame reveals the following:

	FY 03	% of Total
CHAPTER 7	38,873	82.35%
CHAPTER 11	122	.26%
CHAPTER 12	8	.02%
CHAPTER 13	8,203	17.37%
TOTAL	47,206	100.00%

This court is comprised of five divisional offices: Akron, Canton, Cleveland, Toledo and Youngstown. The distribution of the total filings referred to above, and the percentage of (increase)/decrease in filing for each office, are set forth as follows:

	FY 02	FY 03	% of Change
AKRON	5,810	6,597	14%
CANTON	6,117	7,036	15%
CLEVELAND	14,200	16,875	18%
TOLEDO	8,556	10,188	19%
YOUNGSTOWN	5,686	6,509	14%
TOTAL	40,369	47,206	17%

These filing figures are unweighted and do not take into account the size of the cases filed. Therefore, they may not precisely represent the judicial workload in any particular division.

This mix of cases, by Chapter, in each office reveals the following:

AKRON

	FY 02	FY 03	% OF CHANGE
CHAPTER 7	4,725	5,416	15%
CHAPTER 11	22	11	-50%
CHAPTER 12	0	1	----
CHAPTER 13	1,063	1,169	10%

CANTON

	FY 02	FY 03	% OF CHANGE
CHAPTER 7	5,280	6,136	16%
CHAPTER 11	11	8	-27%
CHAPTER 12	0	0	----
CHAPTER 13	826	892	8%

CLEVELAND

	FY 02	FY 03	% OF CHANGE
CHAPTER 7	10,610	12,880	21%
CHAPTER 11	37	39	5%
CHAPTER 12	0	0	----
CHAPTER 13	3,553	3,956	11%

TOLEDO

	FY 02	FY 03	% OF CHANGE
CHAPTER 7	7,874	9,287	18%
CHAPTER 11	14	14	0%
CHAPTER 12	0	5	---
CHAPTER 13	668	882	32%

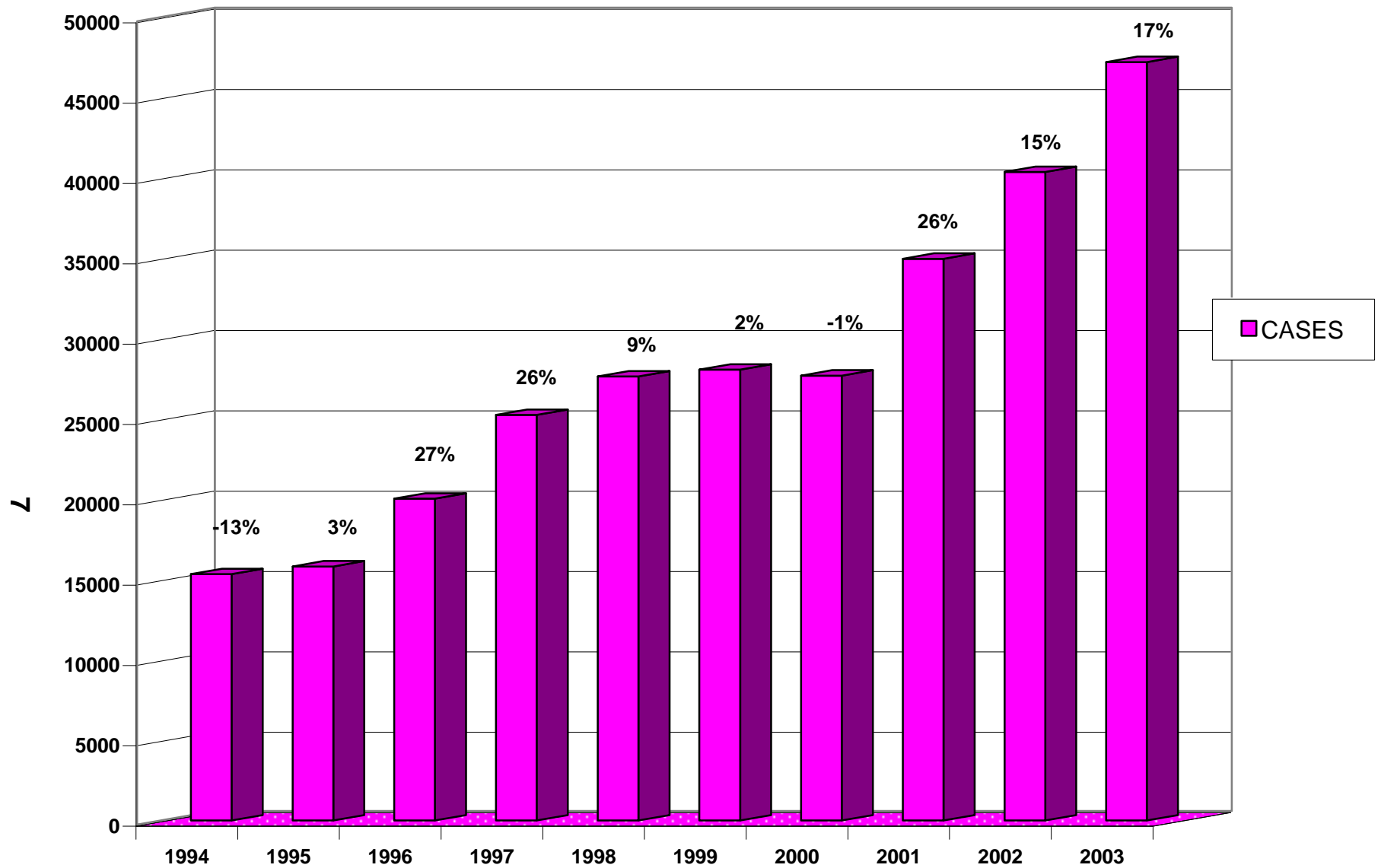
YOUNGSTOWN

	FY 02	FY 03	% OF CHANGE
CHAPTER 7	4,541	5,154	13%
CHAPTER 11	49	50	2%
CHAPTER 12	0	2	----
CHAPTER 13	1,096	1,303	19%

DISTRICT TOTAL

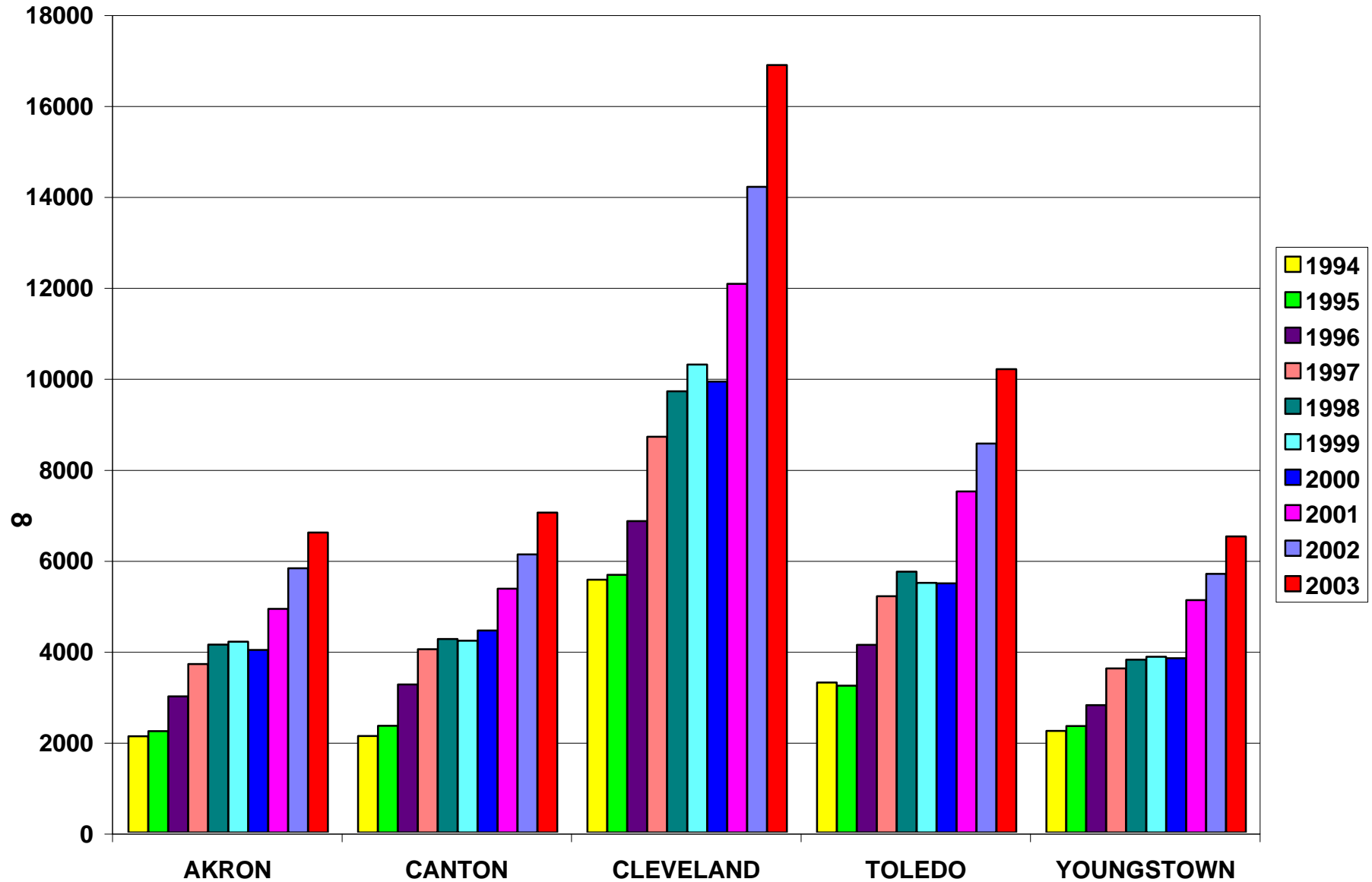
	FY 02	FY 03	% OF CHANGE
CHAPTER 7	33,030	38,873	18%
CHAPTER 11	133	122	-8%
CHAPTER 12	0	8	----
CHAPTER 13	7,206	8,203	14%

**CASE FILINGS
FY 1994 THRU 2003
PERCENTAGE OF CHANGE**

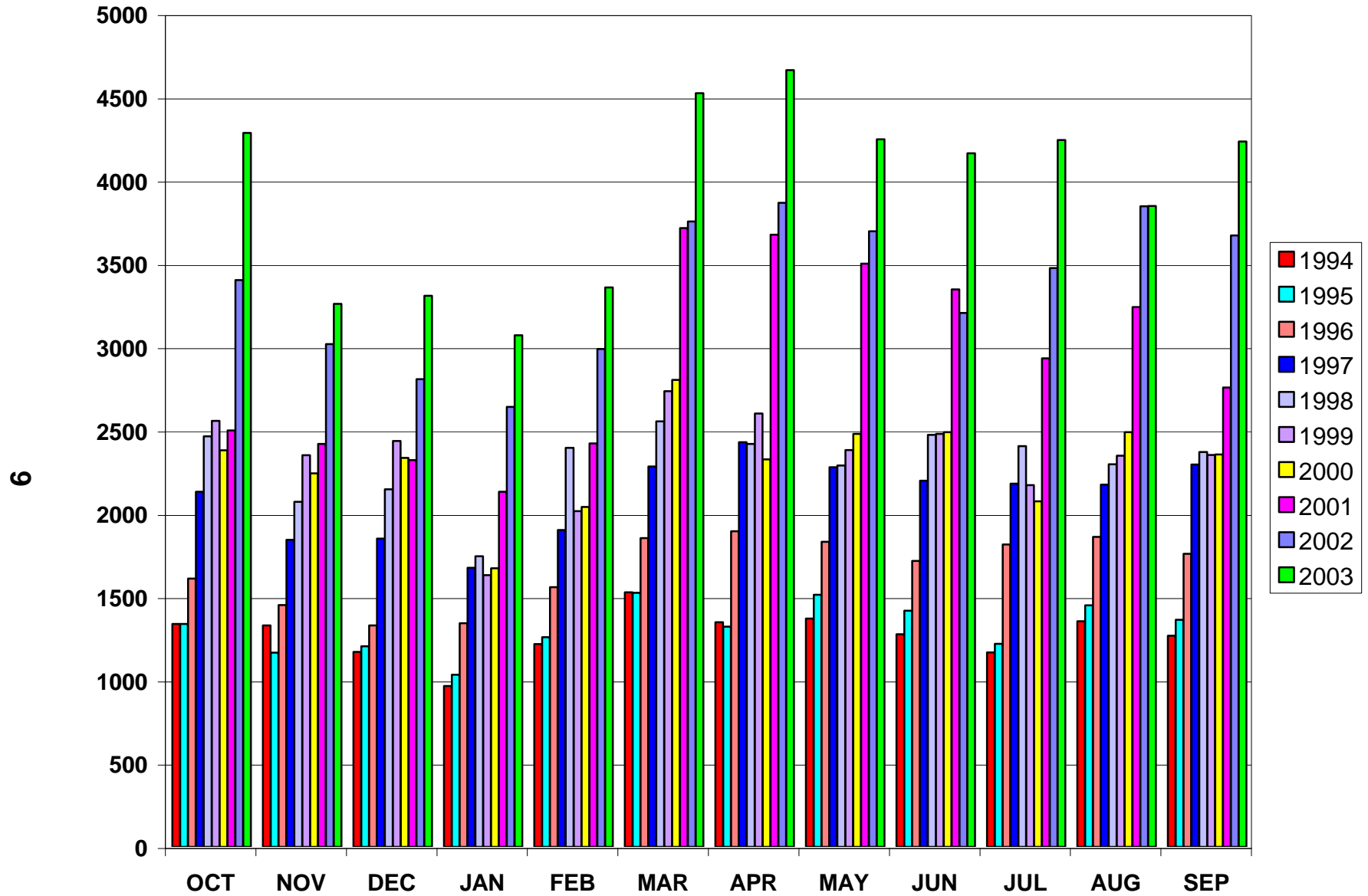


ALL OFFICES

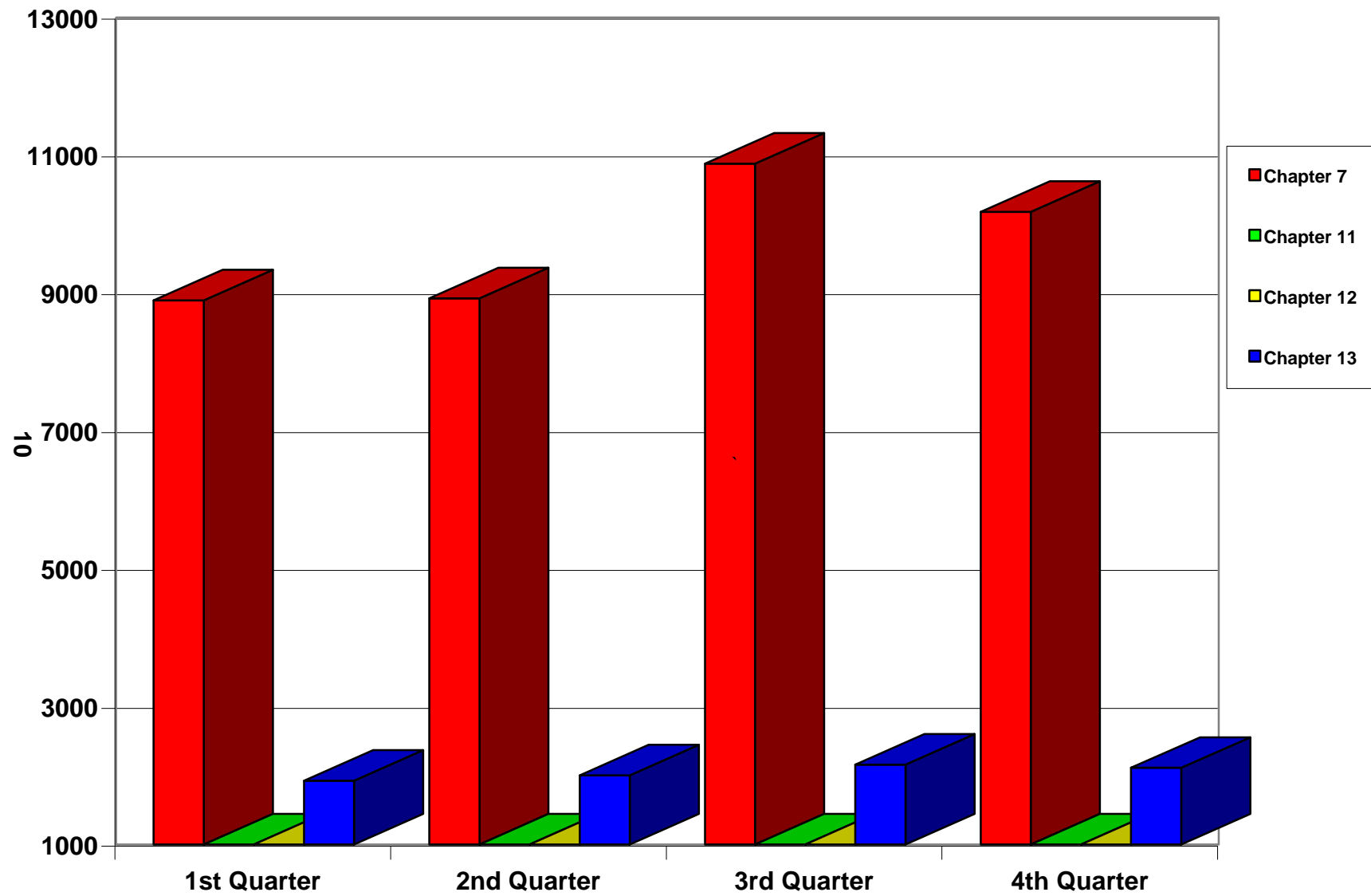
**FILINGS PER OFFICE
FISCAL YEARS
1994 THRU 2003**



**FILING COMPARISON
FISCAL YEARS 1994-2003**

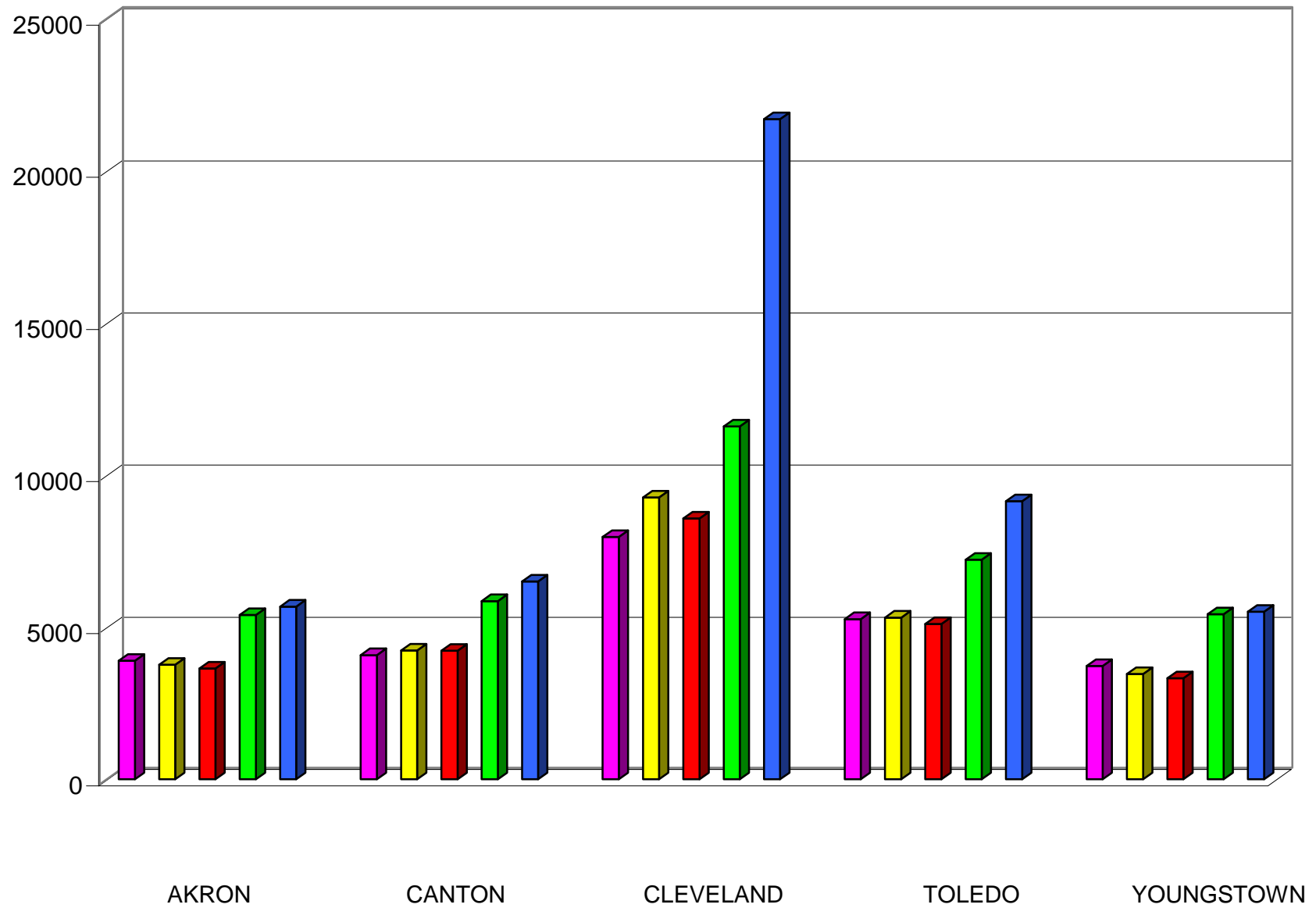


QUARTERLY FILINGS
FISCAL YEAR 2003

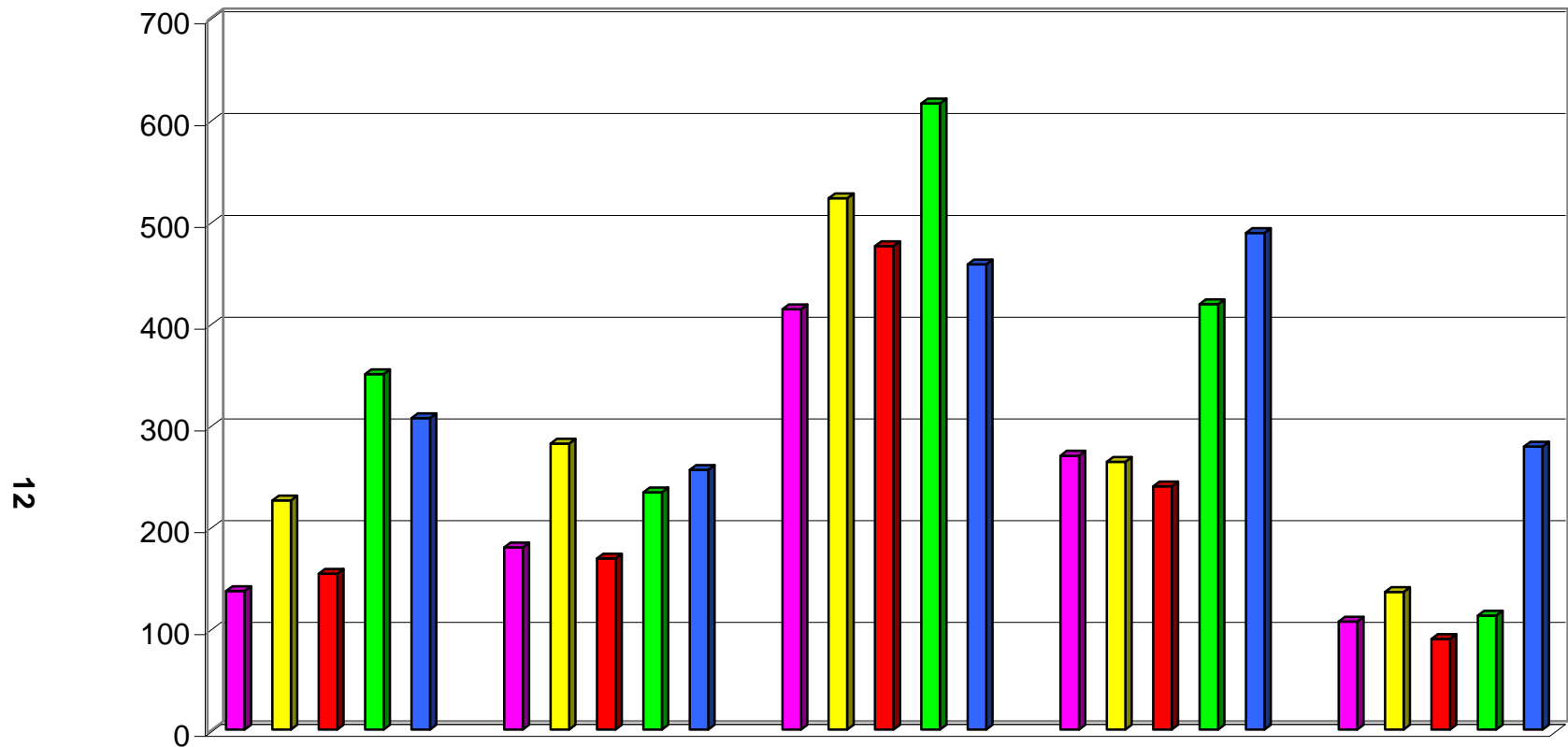


ALL OFFICES

CASE CLOSINGS
BY COURT
FISCAL YEARS 1998-2002

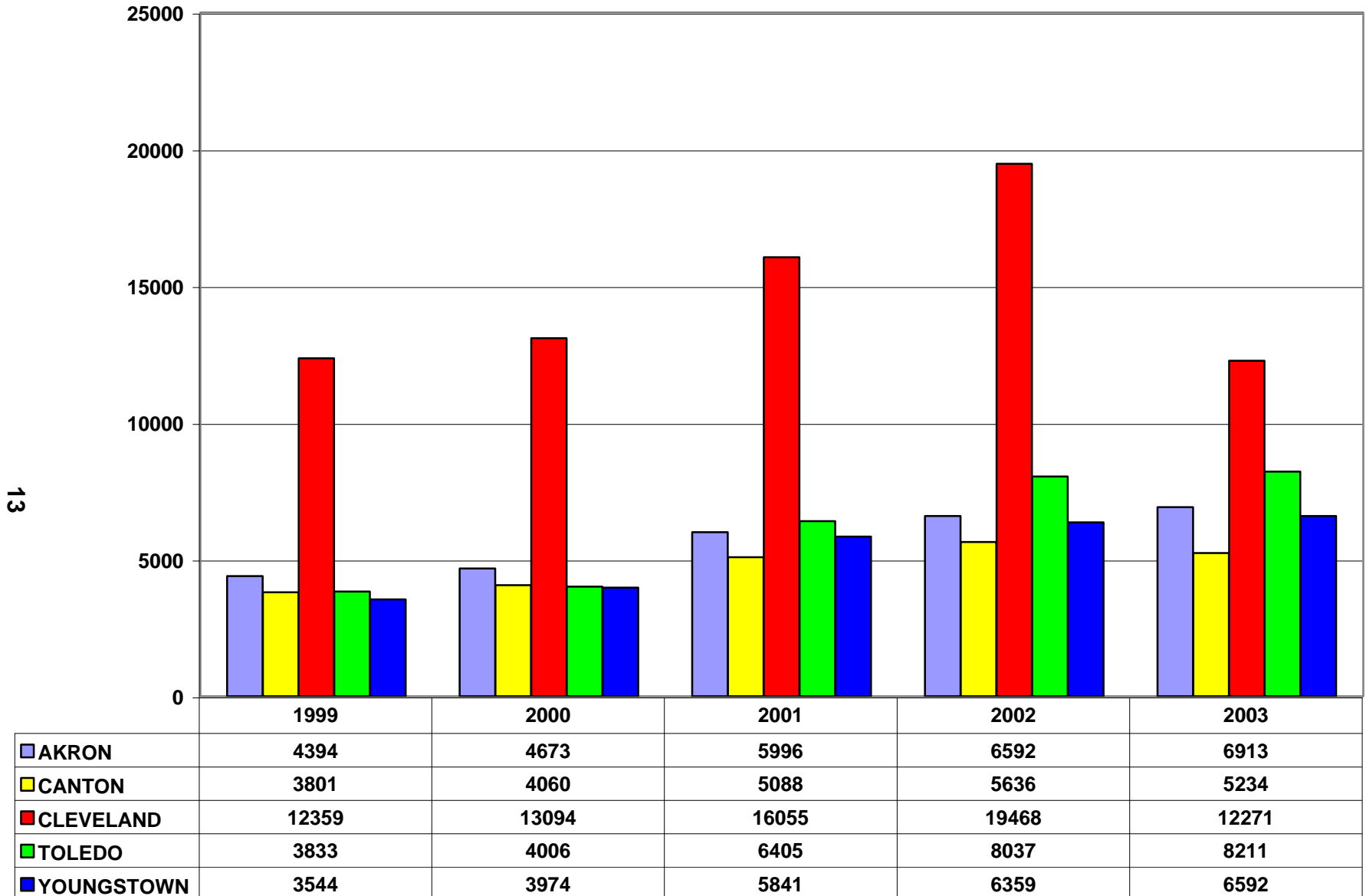


**ADVERSARY CLOSINGS
FISCAL YEARS
1999-2003**

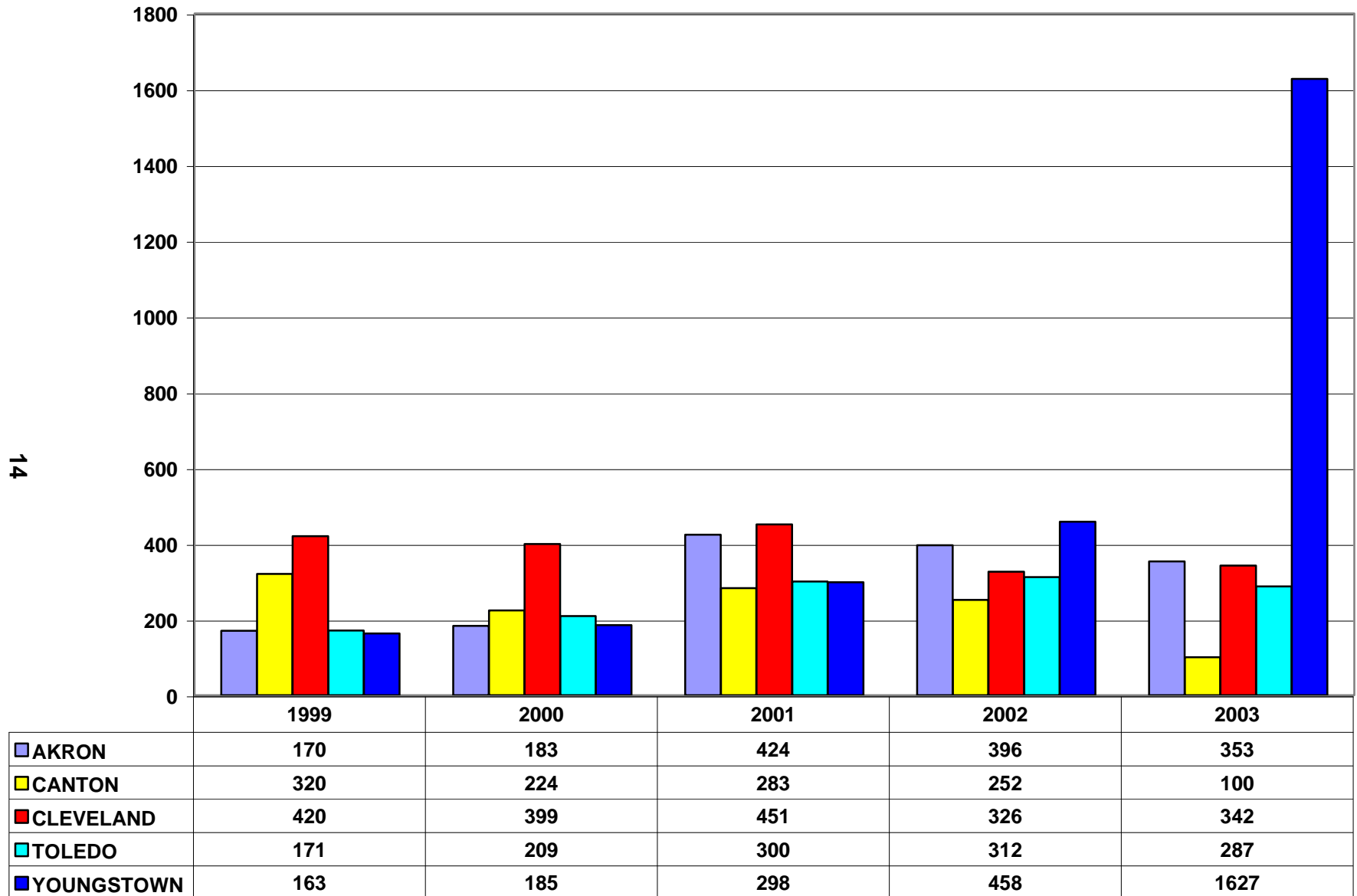


	AKRON	CANTON	CLEVELAND	TOLEDO	YOUNGSTOWN
1999	136	179	413	269	106
2000	225	281	522	263	135
2001	153	168	475	239	89
2002	349	233	615	418	112
2003	306	255	457	488	278

**PENDING CASES
FISCAL YEARS
1999 THRU 2003**



**PENDING ADVERSARIES
FISCAL YEARS
1999 THRU 2003**



**TRUSTEE APPOINTMENTS
FISCAL YEAR 2003**

AKRON

Kathryn Belfance	1351
Harold Corzin	1346
Marc Gertz	1348
Jerome Holub (Chap. 13 Trustee)	1182
Robert Thomas	33
Richard Wilson	1341

CANTON

Robert Cyperski	494
Michael Demczyk	1612
Josiah L. Mason	886
Joanne Pauline	1540
Anne Piero-Silagy	1617
Toby L. Rosen (Chap. 13 Trustee)	848

**TRUSTEE APPOINTMENTS
FISCAL YEAR 2003**

CLEVELAND

Brain A. Bash	3
Richard A. Baumgart	1391
Virgil Brown, Jr.	1380
Steven S. Davis	1377
Saul Eisen	1
Lauren Helbling	1395
Mary Ann Rabin	1391
Craig Shopneck (Chap. 13 Trustee)	3910
Marvin A. Sicherman	1381
David O. Simon	1387
Sheldon Stein	445
Alan Treinish	1384
Waldemar J. Wojcik	1396

**TRUSTEE APPOINTMENTS
FISCAL YEAR 2003**

TOLEDO

Farley K. Banks	803
Anthony B. DiSalle (Chap. 13 Trustee)	843
Bruce C. French	1585
John N. Graham	1457
Patricia A. Kovacs	1453
Ericka Parker	1050
Elizabeth A. Vaughan	1451
Louis J. Yoppolo	1454

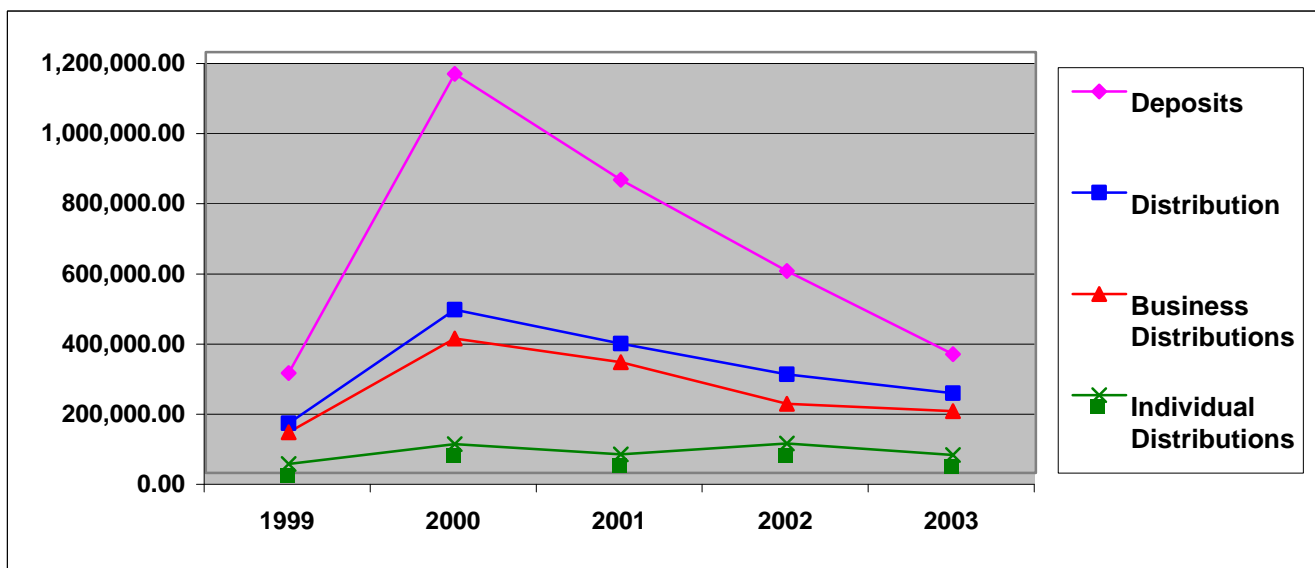
YOUNGSTOWN

Mark Beatrice	823
Michael Buzulencia	1162
Michael A. Gallo (Chap. 13 Trustee)	1274
Elaine Greaves	881
Andrew W. Suhar	1122
Richard G. Zellers	1159

UNCLAIMED FUNDS

Pursuant to 11 U.S.C. § 347 (a) and 28 U.S.C. Chapter 129, property of a bankruptcy estate unclaimed ninety days after final distribution shall be paid into the registry of the court. The court receives the unclaimed monies from the case trustee following receipt of distribution checks that had been returned. The court deposits these unclaimed funds into Treasury deposits fund 6047BK. Following a period of five years, these funds are transferred into either fund 106000, for amounts less than \$25.00, or fund 6133BK for amounts of \$25.00 or more. Deposits less than \$25 are forfeited as unclaimed money. Deposits of \$25 or more are held by the U.S. Treasury pending future requests of the unclaimed money.

During Fiscal Year 2003, the trustees deposited unclaimed funds in the amount of \$338,201.98 (Includes 6047BK, 6133BK and 106000). The court has prepared 71 court-ordered distributions of these funds which resulted in the disbursement of \$228,684.80 for the same period.



Fiscal Year	1999	#of Dist	2000	#of Dist	2001	#of Dist	2002	#of Dist	2003	#of Dist
Deposits	285,137.34		1,138,119.21		835,512.94		576,261.68		338,201.98	
Distributions	141,366.39	58	464,946.47	87	368,866.11	78	281,326.53	91	228,684.80	71
Business Distributions	116,266.62	31	383,260.52	44	315,642.03	49	196,987.83	49	177,524.31	47
Individual Distributions	25,099.77	27	81,685.95	43	53,224.08	29	84,338.70	42	51,160.49	24

Fiscal Year 2003 Revenue

1) 086900	1,449,583.74
2) 092037	0.00
3) 106000	3,439.54
4) 109900	3,540.00
5) 143500	0.00
6) 332340	0.00
7) 322350	31,126.00
8) 322360	55,741.03
9) 322380	0.00
10) 387500	-285.00
11) 3875CC	0.00
12) 5073XX	2,023,526.37
13) 510000	5,468,370.82
14) 510100	0.99
15) 5514CR	884.70
16) 6047BK	182,591.65
17) 6133BK	152,171.79
18) 6855BK	-4,524.23
19) 6855TT	2,389,290.69
	<u>\$ 11,755,458.09</u>

- 1) 086900 Filing Fees (portion of Ch. 7, 13 and adversary filing fees,motions,etc.)
- 2) 092037 Fees for Bankruptcy Notices
- 3) 106000 Forfeitures of Unclaimed Money less than \$25.00 and held over 5 years
- 4) 109900 Miscellaneous Fines, Penalties and Forfeitures
- 5) 143500 Interest earned on all registry funds deposited into interest-bearing accounts in local financial institutions
- 6) 322340 Sale of Publications
- 7) 322350 Copy Fees
- 8) 322360 Miscellaneous Fees (certifications, searches, amendments to schedules, retrieval, service charges, claims and notices)
- 9) 322380 Recoveries of Court Costs
- 10) 387500 Clearing Account
- 11) 3875CC Clearing Account / Credit Card Transactions
- 12) 5073XX Portion of Ch. 11 non-railroad filing fee credited as offsetting collections to the United States Trustee System Fund
- 13) 510000 Civil Filing Fees (portion of Ch. 7 and 13 filings, relief from stay, adversaries and abandonments)
- 14) 510100 Registry Fees Handling Charges (fees assessed on funds deposited into interest-bearing accounts on local depositories)
- 15) 6047BK Unclaimed Funds
- 16) 613300 Forfeitures of Unclaimed Money greater than \$25.00 and held over 5 years
- 17) 6855BK Deposit Funds, U.S. District Court, account is used for receipts held in suspense temporarily and later refunded, transferred or disbursed
- 18) 6855TT Deposit Fund (Bankruptcy Trustee Account)

FISCAL YEAR 2003 OPERATING BUDGET

FUND	BUDGET OBJECT CODE	EXPENDITURES	% OF THE TOTAL BUDGET
092000	SALARY BUDGET		
	1100 PERSONNEL COMPENSATION	\$5,746,627.21	87%
092000	OPERATING BUDGET		
	1226 TRANSIT SUBSIDY	15,342.93	0.23%
	2120 TRAVEL	29,698.53	0.45%
	2203 MOVING OF COURT PROPERTY	19,776.10	0.30%
	2209 TRANSPORTATION OF THINGS	23,694.28	0.36%
	2336 POSTAGE/METERED MAIL	7,218.88	0.11%
	2338 COPY EQUIPMENT RENTAL	12,910.18	0.19%
	2341 OVERTIME UTILITIES	7,664.67	0.12%
	2343 U.S. POSTAL SERVICE ITEMS (COMMERCIAL METERS)	42,084.00	0.63%
	2345 POSTAGE METER RENTAL	3,282.00	0.05%
	2359 RENTAL OF MISC. ITEMS	98.85	0.00%
	2403 MISC. PRINTING	5,014.81	0.08%
	2509 POSTAGE EQUIPMENT MAINTENANCE	3,625.00	0.05%
	2510 CYCLICAL REPLACEMENT/MAINTENANCE OF FACILITIES	0	0.00%
	2513 EQUIPMENT REPAIR/MAINTENANCE	29,292.91	0.44%
	2515 TENANT ALTERATIONS & REPAIR	1,509.80	0.02%
	2518 FURNITURE REPAIR/REFURBISHING	1,184.30	0.02%
	2535 TEMPORARY HELP SERVICE FIRMS	8,880.00	0.13%
	2543 TRAINING	10,037.20	0.15%
	2544 PUBLICATION NOTICES/ADVERTISING	12,130.42	0.18%
	2559 OTHER CONTRACTED SERVICES	0	0.00%
	2601 CONSUMABLE SUPPLIES	94,954.29	1.43%
	3101 GENERAL OFFICE EQUIPMENT	3,870.98	0.06%
	3106 ELECTRONIC SOUND RECORDING EQUIPMENT	0	0.00%
	3109 COPIER EQUIPMENT	10,942.00	0.16%
	3111 FURNITURE AND FIXTURES	43,343.62	0.65%
	3141 SOUND SYSTEM EQUIPMENT	63,402.53	0.96%
	NON-AUTOMATION SUBTOTAL	\$6,196,585.49	7%
51140X	AUTOMATION BUDGET		
	2331 COMMUNICATION - LOCAL	\$83,214.64	1.25%
	2332 COMMUNICATION - LONG DISTANCE	2,546.56	0.04%
	2337 CELLULAR TELEPHONE SERVICE	5,562.54	0.08%
	2512 INTRASITE WIRING	10,716.94	0.16%
	2513 ADP REPAIR	3,641.15	0.05%
	2515 TENANT ALTERATION & REPAIR	6,326.42	
	2543 TRAINING	6,120.00	0.09%
	2559 OTHER CONTRACTUAL SERVICES (NOC)	2,269.57	0.03%
	2606 OFFICE AUTOMATED SUPPLIES	43,519.27	0.66%
	3102 SERVERS	45,136.60	
	3103 OFFICE AUTOMATION EQUIPMENT	129,308.74	1.95%
	3104 TELEPHONE PURCHASE	2,479.54	0.04%
	3107 DIGITAL AUDIO RECORDING EQUIPMENT	0	0.00%
	3108 PRINTERS03110 SCANNERS	7,178	
	3112 SOFTWARE	7,174	
	3159 OTHER EQUIPMENT (NOC)	82,465.08	1.24%
	AUTOMATION SUBTOTAL	\$437,659.37	7%
	GRAND TOTAL	\$6,634,244.86	100%

Human Resources

Personnel

Over the past few years, this court faced a number of human resource management challenges caused by implementation of a new automated case management system, introduction of electronic case filing and accelerated levels of case filings in our district. As testimony to our success in meeting the challenges, we can report that our hiring level in FY 2003 was reduced by 22% in comparison to last year's numbers.

Thus, despite the continuation of record high case filings, we were able to operate efficiently and provide a superior level of service to all our constituents while maintaining stability in our staffing numbers. Factors contributing to our ability to maintain a low hiring level include:

- successful completion of the implementation of Case Management/Electronic Case Filing (CM/ECF);
- implementation of a comprehensive training plan that enabled current staff to reach expert levels of performance within a short period of time;
- consolidation of current staffing strength by converting 18 temporary positions to permanent status.

Four vacant positions in the Clerk's Office were filled, including two operation support, one automation support and one supervisory position. As of September 30, 2003, the Clerk's Office was staffed with 114 employees which represented, for the first time in three years, a decrease over the prior year's staff total.

Judges Chambers staffing experienced an increase this reporting year, due to the appointment of a new judge. Chambers staff numbered 17, which included 13 law clerks (of which one was a temporary appointment) and four secretaries.

Training

Our training endeavors kept pace with the busy training schedules reported in FY 2002. We continued to offer training on Case Management/Electronic Case Filing (CM/ECF) to internal staff, while placing the main focus on ECF training for external users, such as the US Trustees Office, attorneys, their staff and others. As in the past, opportunities were provided to interested employees to serve as ECF trainers. We now have a cadre of seasoned ECF trainers who provide expert training to both our internal and external clients. They are also responsible for designing and delivering new training on our automated systems as the need arises. More than 1030 hours of training was dedicated to CM and ECF training, including designing, preparing for, delivering and taking part in training.

Individual training initiatives on a variety of technical/automation topics took place in individual divisional offices. Training topics included courtroom technology, navigating a windows environment, generating notices and reporting procedures and accounted for completion of more than 105 training hours.

Technical/automation training also served as the core of new employee training, along with knowledge training on bankruptcy. The favored delivery method for new employee training included one-on-one, shadowing a mentor and video and web-based training. More than 215 hours were expended on three new hires and two promoted employees in training related to their newly assumed positions.

All federal courts are currently involved in an ambitious, on-going project, Financial Management Improvement Program (FMIP). FMIP is a process for enhancing financial stewardship and promoting the use of modernized technology and improved business processes in the management of the courts' financial responsibilities. This court took a major step in the process with the implementation of FAS₄T, the new financial accounting system which supports a major component of FMIP. We launched a major training initiative for all designated users of the system. Under the coordination of the court's project manager, we developed a training plan, scheduled a comprehensive series of on-site training complemented by off-site training for selected, specialized users and provided for follow-up training via informal, one-on-one sessions and how-to manuals. More than 20 employees took part in over 150 hours of FAS₄T training.

Financial stewardship and procurement skills were the focus of training for certifying officers and others involved in the procurement and payment processes, which are an element of FAS₄T. Nine employees completed 125 hours of training on the roles, responsibilities and liability of certifying officers and on appropriations law. Both the FAS₄T and certifying officers/procurement training were sponsored by the Administrative Office (AO), with additional input by the Department of Treasury in the latter training.

In addition to technical, on the job skills training, we also offered two general interest programs to all employees: a CPR/AED refresher program which enabled employees to obtain re-certification in two important, potentially life saving skills and a half day workshop on Financial and Retirement Planning. We were joined by staff from all court units in the district to whom we extended an invitation to attend the latter program. Nearly 80% of our employees attended the Financial/Retirement Planning seminar and more than 40% participated in AED/CPR training. Training hours for both programs totaled almost 580 hours.

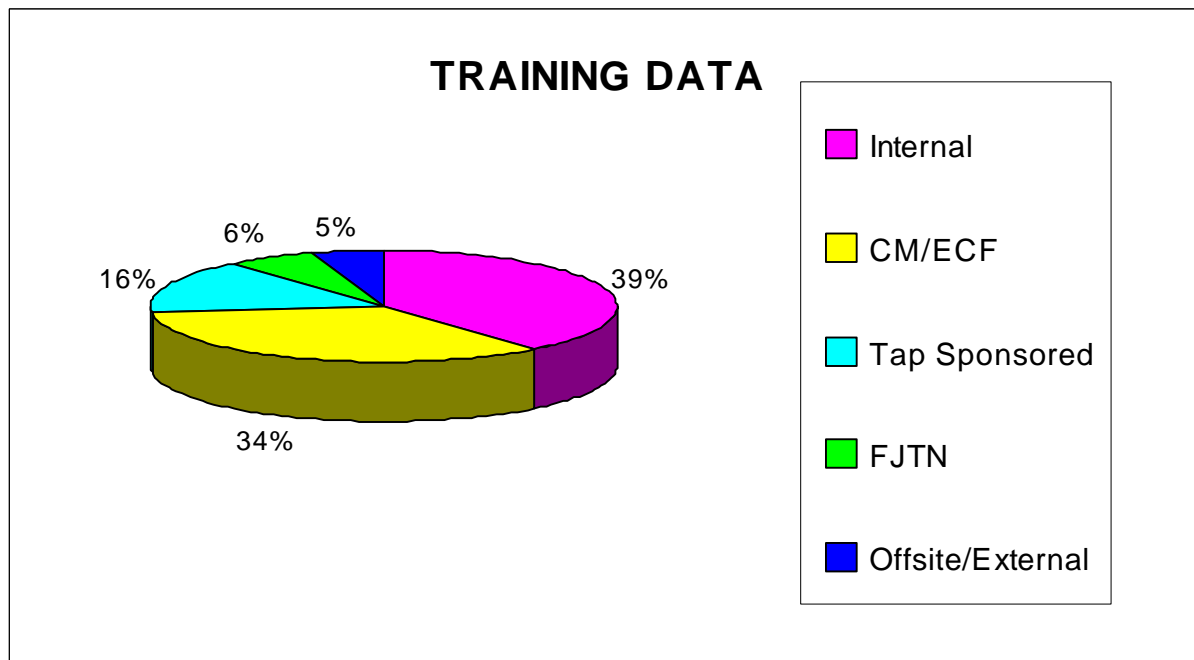
Training avenues that continue to be popular year after year are programs offered through the Federal Judicial Television Network (FJTN) and the Tuition Assistance Program. Viewership of FJTN programming increased significantly this fiscal year, from 29 hours in the prior fiscal year, to more than 185 hours this year. Employees had the choice of a variety of programs related to on the job skills, specialized automation

topics, legal and procedural information, customer service and communication skills, management development, human resource management and general informational programs.

Twenty-three employees took advantage of the Tuition Assistance Program (TAP), completing more than 490 hours of training. TAP enabled them to complete college course requirements, participate in Bankruptcy related seminars, attend specialized skills workshops and take part in the 2003 National Conference of Bankruptcy Clerks (NCBC) conference.

As in the past, a number of employees attended and in some cases, served as faculty at workshops/seminars sponsored by the Administrative Office of US Courts (AO), Federal Judicial Center (FJC), academic institutions and outside agencies, completing about 135 hours in delivering and attending training. Training areas included construction management, specialized CM/ECF skills, disaster preparedness/evacuation planning, court leadership training and career and training planning.

In total, our employees completed more than 3000 hours in training activities in Fiscal Year 2003. A breakdown of the data appears in the following chart.



INFORMATION TECHNOLOGY

The Court's Case Management/Electronic Case Filing (CM/ECF) project has been in full operation for the past 12 months. Capacity planning activities have been instituted to improve the operation of the system that at times has experienced slowdowns mostly due to poor use of system resources by the CM/ECF application. System monitoring tools have been implemented to help identify when certain conditions are present so that corrective action can occur to prevent downtime. These problems have been escalated to the Systems Development and Support Division (SDSD) and other resources within the Administrative Office of the U.S. Courts for assistance. Disk space has been tracked to ensure ample systems resources to maintain a properly sized database. There are future plans to add memory and disk space to the system in the second quarter of FY 2004. Two new CM/ECF servers were purchased to manage the testing and training environments while replacing outdated hardware.

There were approximately 70 requests for changes to the CM/ECF system this fiscal year. A work request system was implemented to track requests, due date, technical analyst assigned, and status. A Procedures Committee was formed with clerk's office staff to assist the IT department in prioritizing the requests and provide expertise in how the CM/ECF system can best be configured to accommodate internal and external user work requirements. The design of CM/ECF has not been user friendly for Judges and Chambers staff and, in particular, the courtroom environment. A new Chambers Committee has been formed to address these issues and an additional staff member has been added to the IT department to provide a program development means to improve the functionality of the system.

The last several months of FY2003 have been dedicated to the upgrade of the CM/ECF system from our current version v1.8 to v2.2 and v2.3. The latter version of software prepares the system to accommodate the amendments to the Federal Rules of Bankruptcy Procedure designed to implement the Judicial Conference privacy policy. The upgrades are scheduled for the first quarter of FY 2004.

The IT department has been restructured to more clearly define individual responsibilities and allow for better focus to improve specific skill areas. Job descriptions were rewritten and two new job descriptions added. The Applications Development group reports to Lori McLaughlin-Nelson, IT Director and the Infrastructure group reports to Carl Saltsman, Assistant IT Director. An added benefit to this type of industry standard structure included enhancements to system and network security. A new improvement this fiscal year includes the development of the first IT Disaster Recovery Plan. This is a document that will be updated and tested on a regular basis.

Major system purchases in FY 2003 include the cyclical replacement of desktop computers. Sixty-seven new Dell GX 2.4 GHz PCs were acquired as part of the 3-year replacement program. This allowed the IT department to better support the CM/ECF

application and the introduction of the court's new financial system software used to manage the full range of procurement and payment processing activities. The video conferencing equipment was upgraded in four of the five divisional offices. New Compaq ML 530 and ML 570 servers were purchased to support CM/ECF and a new spot cooler installed in the computer room to maintain a more temperature-controlled environment to protect the hardware and data residing on all systems. New upgraded firewall software was installed to improve the protection of our main computer system's software and hardware. And finally, a monitoring device was purchased and installed in the computer room that monitors temperature and humidity while permitting video record of all entering the computer areas.

Significant efforts continue to be made to improve technology enhancements throughout the district. Most noteworthy has been the renovation of the courtroom for Hon. Marilyn Shea-Stonum in Akron. All new data and voice cabling was installed. IT worked with the courtroom technology contractors to upgrade courtroom technology including video evidence presentation and video conferencing equipment. Similar design assistance was provided in planning for the four new courtrooms in Cleveland and the new court facility in Canton.